

Chief, Management Staff

11 May 1956

Chief, O&M Staff (DD/I and ID/S Areas)

Work Report, Week Ending 10 May 1956.

1. Project 6-16, Survey of Personnel Procedures [REDACTED]. 25X1A9a
 - a. Manpower Control System - No change in status. Mr. [REDACTED] on annual leave continuing through next week; Miss [REDACTED] on jury duty. 25X1A9a
 - b. General Personnel Procedures - No change in status. 25X1A9a
 - c. Study of Personnel Records - Survey report reviewed and detailed study of sample forms will be made and a study of the State Department system for handling records will be made.
2. Project 5-1a, Fiscal Division [REDACTED]. The T/O for the Accounts Branch is being changed to reflect the actual organizational structure under which the branch is operating. 25X1A9a
3. Project 6-24, Survey of Separation Procedures [REDACTED]. Data obtained during interviews is being reviewed by the five components (OSI, FE, NEA, Logistics and TES) which were used for examples of deprocessing procedures, and with the appropriate Office of Personnel divisions. Survey report and staff study are being prepared. 25X1A9a
4. Project 5-16, ELINT Study [REDACTED]. No further action contemplated by Management Staff pending decision by the DCI to the IC's recommendations relative to the organization. 25X1A9a
5. Project 5-71, OSI Reorganization [REDACTED]. No further action on branch functional statements due to the Acting Executive Officer's illness. 25X1A9a
6. Project 5-62a, Survey of Industrial Register [REDACTED]. Project completed. 25X1A9a
7. Project 5-62, Study of All Registers, OCH [REDACTED]. Staff study and survey will be ready for presentation 11 May for review and approval. 25X1A9a
8. Project 5-72, Cartographic Support Regulation [REDACTED]. No change in status. 25X1A9a
9. Project 6-21, Study of Agency Clipping Services Provided by OCH and DD/P [REDACTED]. Research on this problem is continuing and estimated time completion of the fact-gathering phase of this study is next week after which a final report of findings will be prepared. 25X1A9a

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10. Project 6-14, Study of Overtime Practices. No change in status.

25X1A9a 11. Project 6-28, Transfer of Slots From Field to Headquarters, Office of Security [REDACTED]. The mission and functions of the proposed Foreign Desk have been developed and will be coordinated next week. Workload data has been obtained and discussions have been held with the Chief, Investigations Branch, Chief, Administrative Staff, Acting Chief of the Foreign Desk and the Executive Officer of OS.

12. Analysis of Manpower Survey [REDACTED]. No change in status; decision pending from the DD/S. 25X1A9a

13. Production Control System, Photo Intelligence Division ORR [REDACTED]. 25X1A9a
Awaiting further action by the Photo Intelligence Division.

25X1A9a 14. Reduction of T/O to Ceiling, Offices and Staffs of the DD/S [REDACTED]. With the forwarding of the memorandum adjusting the T/O to ceiling of the Medical Staff the work on the major components of the DD/S is completed. Further adjustment will be necessary in the immediate office of the DD/S, the SSA and Commercial Staff. A position has been identified in the immediate office of the DD/S which would bring the T/O in line with the ceiling but further action on the total ceiling of the office of the DD/S awaits the return of [REDACTED]. 25X1A9a

15. OCI Reorganization and Reduction of T/O to Ceiling [REDACTED]. No change in status. 25X1A9a

16. MS-845, Organizational Adjustment, Supply Division, Office of Logistics. Completed.

17. MS-861, Change in Organization of Accounts, Fiscal Division, Office of the Comptroller. Completed.

18. MS-859, Reorganization in T/O Revision of Machine Division, OCR. The organization, as recommended by the Management Staff, was approved and a request to change the organization has been submitted. The organization and functions of the Machine Division were concurred in by the Chief, Business Machines Services Staff who previously headed up the Machine Division, OCR.

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